

DISCLOSURE DIVISION

☒ **WAIVER REQUEST**

DATE: APRIL 6, 2016

☐ **ANSWER**

DOCKET #: 2016.424

☐ **RECONSIDERATION REQUEST**

Robin Gremillion, Director
Disclosure Division

FILER INFORMATION

Name: **LARSON, SUSAN LYNN**

Office/Position: -----

Board/Commission: New Orleans Public Library Board

Dates of Service: June 2011 – July 2014

Number of Disclosures and/or Amendments Filed with Agency: 5

REPORT INFORMATION

Tier Level: Tier 2.1

Name of Report: Tier 2.1 annual PFD covering 2012

Original Due Date: May 15, 2013

NOD Received: January 17, 2014

PFD due Date based on NOD: January 29, 2014

PFD Filed: November 11, 2014

LATE FEE INFORMATION

Amount of Late Fee: \$1500

Days late from receipt of NOD: 286

Total days late from initial due date: 545

Late Fee Order Attempted: March 23, 2015; June 29, 2015; December 8, 2015; March 18, 2016

Late Fee Order Received: March 21, 2016

Payment/Waiver Request due date: April 11, 2016

Waiver Request Received: March 31, 2016

REASON FOR LATE FILING AND/OR COMMENTS:

Ms. Larson stated that she did not intentionally disregard the requirement to file a disclosure statement. She stated that she recalls responding to a Notice and filing a statement; however, she has no documentation to prove she mailed the PFD.

Ms. Larson further stated that she is on a fixed income and cannot afford the late fee. Correspondence was sent to Ms. Larson on this date asking for supporting documentation.

OTHER LATE FEE INFORMATION

Disclosure Statements:

- Other Outstanding Statements: No
- Other Outstanding Late Fees: No
- Prior Late Fees: No
- Reassessed Late Fees: No

Campaign Finance:

- Outstanding Late Fees: No
- Prior Late Fees: No



STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
LOUISIANA BOARD OF ETHICS

P. O. BOX 4368
BATON ROUGE, LA 70821
(225) 219-5600
FAX: (225) 381-7271
1-800-842-6630
www.ethics.state.la.us

CERTIFIED MAIL

NO. 70132630000095527781

RETURN RECEIPT REQUESTED

January 10, 2014

Susan Lynn Larson
1030 Dufossat
New Orleans, LA 70115

NOTICE OF DELINQUENCY - FAILURE TO FILE

Statement covering 2012

New Orleans Public Library Board

Pursuant to La. R.S. 42:1124.4, if a person fails to file a Personal Financial Disclosure Statement as required by 42:1124, 1124.2, 1124.2.1, or 1124.3; omits information; or files inaccurately, a Notice of Delinquency shall be issued. A review of our records indicates that we have not received your Personal Financial Disclosure Statement covering 2012.

You have 7 business days from the date of receipt of this Notice to file your Tier 2.1 Personal Financial Disclosure Statement covering 2012, or to submit an Answer explaining why you feel you are not required to file a Personal Financial Disclosure Statement. Failure to file a Personal Financial Disclosure Statement or an Answer within the 7 business days will subject you to an automatic late fee of \$50 per day up to a maximum of \$1,500. Proof of timely filing is determined by the U.S. Postal Service postmark; receipt from the U.S. Postal Service; or receipt from a commercial delivery service.

The form for the Tier 2.1 Personal Financial Disclosure Statement (Form 417) is available on the Louisiana Board of Ethics website at www.ethics.state.la.us. If you have any questions, you may contact a Disclosure Division employee at 225/219-5600 or 800/842-6630.

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

1. Article Addressed to:

ML

Susan Lynn Larson
1030 Dufossat
New Orleans, LA 70115



2. Article Number
(Transfer from service label)

7013 2630 0000 9552 7781

PS Form 3811, July 2013

Domestic Return Receipt

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X

Susan Larson

☐ Agent

☒ Addressee

B. Received by (Printed Name)

C. Date of Delivery

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

☐ Certified Mail®

☐ Priority Mail Express™

☐ Registered

☐ Return Receipt for Merchandise

☐ Insured Mail

☐ Collect on Delivery

4. Restricted Delivery? (Extra Fee)

☐ Yes

PERSONAL FINANCIAL DISCLOSURE

"TIER 2.1"

LSA-R.S. 42:1124.2.1

☒ ORIGINAL REPORT ☐ AMENDED REPORT This Report Covers Calendar Year 20 12

☐ I hold multiple offices/positions that fall under Tier 2.1 and/or would require a filing under Tier 3. If this box is checked, filer must complete Schedule E.

Full Name of Filer: SUSAN ^{LYNN} LARSON

Mailing Address: 1030 DUFOSSE
Street NEW ORLEANS LA Apt. # 70115
City State Zip Code

Name of Board or Commission NEW ORLEANS PUBLIC LIBRARY

Date of Appointment 6/2011 Expiration of Appointment RESIGNED 7/2014

Full Name of Spouse: JULIAN NOA WASSERMAN

Spouse's Occupation: DECEASED

Spouse's Principal Business Address, if any:

Street Suite #
City State Zip Code

☒ (A) I certify that I have filed my federal income tax return for the previous year.

☒ (B) I certify that I have filed my state income tax return for the previous year.

OR

☐ (A) I certify that I have filed for an extension of my federal income tax return for the previous year.

☐ (B) I certify that I have filed for an extension of my state income tax return for the previous year.

☒ I do hereby certify that neither I nor any member of my immediate family has a personal or financial interest in any entity, contract, or business, or a personal or financial relationship, that in any way poses a conflict of interest, which would affect the impartial performance of my duties.

OR

☐ I have attached a statement describing each conflict and action I am taking to resolve or avoid this conflict.

[CERTIFICATION OF ACCURACY ON FOLLOWING PAGE]

Page 1 of ____



STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
LOUISIANA BOARD OF ETHICS
P. O. BOX 4368
BATON ROUGE, LA 70821
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FAX: (225) 381-7271
1-800-842-6630
www.ethics.state.la.us

CERTIFIED MAIL

NO. 70153010000146469791

RETURN RECEIPT REQUESTED

March 18, 2016

Susan Lynn Larson
1030 Dufossat Street
New Orleans, LA 70115-2950

RE: Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2012
New Orleans Public Library Board
Late Fee Assessment – Report: PFD15001455

Dear Ms. Larson:

Enclosed is an assessment of a late fee pursuant to La. R.S. 42:1124.4. Please submit a check or money order in the amount of \$1,500 payable to the *Louisiana State Treasurer*, Post Office Box 4368, Baton Rouge, Louisiana 70821.

You have 20 days from the receipt of this letter to submit payment or dispute this assessment. To dispute the assessment, you may elect to:

- **Request a waiver to the *Board of Ethics***
If you choose to request a waiver of the late fee, your request should include specific details, along with supporting documentation, as to why, in your opinion, you have *good cause* for not timely filing the report and why the late fee should be reduced, suspended, or waived. The request should be submitted to the attention of: *Louisiana Board of Ethics*, Post Office Box 4368, Baton Rouge, Louisiana 70821. You may also fax the request to 225/381-7271. Also, if you would like to appear before the Board of Ethics in connection with your request, you should state that in your request. If you request an appearance, you will be notified of the place and time prior to the meeting.
- **Appeal the assessment directly to the *Ethics Adjudicatory Board***
If you choose to appeal the assessment of the late fee, the proceedings will go before a three judge panel of administrative law judges. The panel will determine if you were required to file the disclosure statement and whether the disclosure statement was filed late. Mitigating factors are not considered. The Ethics Adjudicatory Board does not have the authority to reduce, suspend, or waive a late fee assessment. If you choose to *appeal* the assessment, you should submit your request to the attention of: *Executive Secretary*, Ethics Administration, Post Office Box 4368, Baton Rouge, Louisiana 70821. You may also fax the request to 225/381-7271.

If you do not pay, dispute, or appeal the assessment of the late fee, the matter will be forwarded to the Attorney General's Office to pursue collection. If the matter is forwarded to the Attorney General's Office for collection, you may be responsible for all additional costs incurred. Additionally, late fees not paid by the due date will be posted on the agency website.

You should be aware that unpaid fines, fees, or penalties may have an adverse effect on your ability to run for public office, as the *Board of Ethics* will object to your candidacy in future elections pursuant to La. R.S. 18:491 and 18:492.

If you have any questions, you may contact Robin Gremillion at 225/219-5600 or 1-800-842-6630.

Sincerely,

Donna Bourgeois

Donna Bourgeois
Administrative Coordinator

**STATE OF LOUISIANA
BOARD OF ETHICS**

**In Re: Tier 2.1 Annual Personal Financial Disclosure Statement 2012
New Orleans Public Library Board
Late Fee Assessment – Report: PFD15001455**

ORDER

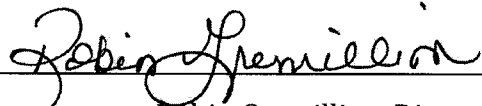
SUSAN LYNN LARSON was required to file a Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2012 pursuant to La. R.S. 42:1124 et seq.

On January 17, 2014, SUSAN LYNN LARSON received a Notice of Delinquency for failing to file the disclosure statement. The notice required that the disclosure statement be filed by January 29, 2014 (pursuant to La. R.S. 42:1124.4). SUSAN LYNN LARSON filed the Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2012 on November 11, 2014 and was 286 days late.

La. R.S. 42:1124.4 authorizes the assessment of a \$50 late fee per day (not to exceed \$1,500) against SUSAN LYNN LARSON for this late filing.

Accordingly, **IT IS ORDERED** that a late fee of \$1,500 be assessed against SUSAN LYNN LARSON for failing to timely file the Tier 2.1 Annual Personal Financial Disclosure Statement for calendar year 2012.

ORDER signed on the 18th day of March 2016 at Baton Rouge, Louisiana.



Robin Gremillion, Director

Disclosure Division

SENDER: COMPLETE THIS SECTION

- Complete items 1, 2, and 3.
- Print your name and address on the reverse so that we can return the card to you.
- Attach this card to the back of the mailpiece, or on the front if space permits.

Susan Lynn Larson
1030 Dufossat Street
New Orleans, LA 70115-2950



9791



9590 9402 1346 5285 3028 36

2. Article Number (Transfer from service label)

7015 3010 0001 4646 9791

PS Form 3811, July 2015 PSN 7530-02-000-9053

COMPLETE THIS SECTION ON DELIVERY

A. Signature

X *Susan Larson* ☐ Agent ☐ Addressee

B. Received by (Printed Name)

C. Date of Delivery

3-21-16

D. Is delivery address different from item 1? ☐ Yes
If YES, enter delivery address below: ☐ No

3. Service Type

- ☐ Adult Signature
- ☐ Adult Signature Restricted Delivery
- ☒ Certified Mail®
- ☐ Certified Mail Restricted Delivery
- ☐ Collect on Delivery
- ☐ Collect on Delivery Restricted Delivery
- ☐ Mail Restricted Delivery

- ☐ Priority Mail Express®
- ☐ Registered Mail™
- ☐ Registered Mail Restricted Delivery
- ☒ Return Receipt for Merchandise
- ☐ Signature Confirmation™
- ☐ Signature Confirmation Restricted Delivery

DB

Domestic Return Receipt

Susan Larson
1030 Dufossat
New Orleans, LA 70115
(504) 895-1629
March 30, 2016

RECEIVED
2016 MAR 31 PM 12:20

Ms. Robin Gremillion
Director, Disclosure Division
Louisiana Board of Ethics
P.O. Box 4368
Baton Rouge, LA 70821

Dear Ms. Gremillion,

I have just received a late fee assessment, report PFD15001455, for submitting my financial disclosure statement of 2012 late. I am writing to request a waiver of this fee. I am so sorry and I am deeply worried because I don't have the means to pay this fine.


I do not have a recollection of waiting 286 days to file the 2012 disclosure, which is what is stated as the basis for the assessment. Instead, what I do remember is receiving a delinquency notice, calling the Board of Ethics, and speaking with a helpful person who told me to download the form from your web site and submit it. My memory is that I did so and filed the form the next day.

Also, I would like the Board to know that my failure to file the disclosure was totally unintentional. I served on the New Orleans Public Library Board from 2011 to 2014. When I first joined the board, April Davenport from City Hall gave me a financial disclosure form to fill out, came by my house and picked it up and submitted it for me. I was not told that it was an annual requirement, and nothing in my financial situation changed during the entire time period I served on the board. I resigned from the board in 2014. During my time of service on the board, our attention was focused on matters directly at hand (opening five replacement branches that post-Katrina year) and I do not recall any orientation about other duties as a board member. We had a new library director and I was the only new board member. If additional disclosures were required, I relied on City Hall to let me know as a member of the board on which I served without any compensation whatsoever.

I am a retired widow who presently receives social security, and I don't have the financial resources to pay this fine. During my three years of service on the board, I sometimes gave 10 hours a week of my time to support the New Orleans Public Library. Recently, State Librarian Rebecca Hamilton asked me to serve on the State Library Board. Unless this fee is waived, I feel I could not accept service on this state board. I have worked very hard on behalf of libraries and literacy efforts in Louisiana. I would like to continue to volunteer my services to the public on behalf of these causes. I have no plans to run for public office.

I hope you will favorably consider this request for a waiver. I am so distressed and sorry. I hope that my unpaid service on the New Orleans Public Library Board after Katrina will not result in a substantial and burdensome fine to me.

Thank you for your consideration,


Susan Larson

Fax Cover Sheet

Date MARCH 31, 2016 Number of pages 2 (including cover page)

To:

From:

Name ROBIN GREMILLION Name SUSAN LARSON

Company LA BOARD OF ETHICS Company _____

Telephone 225-219-5600 Telephone 504-895-1629

Fax 225-381-7271

Comments _____



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Fax - Domestic Send



Fax - International Send

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STATE OF LOUISIANA
DEPARTMENT OF STATE CIVIL SERVICE
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www.ethics.state.la.us

April 6, 2016

Susan Lynn Larson
1030 Dufossat Street
New Orleans, LA 70115-2950

RE: Request for Additional Information
Tier 2.1 Annual Personal Financial Disclosure Statement
Report ID# PFD15001455
Waiver Request

Dear Ms. Larson:

On March 31, 2016, you requested a waiver of the \$1,500 late fee that was issued in connection with the filing of the above referenced disclosure statement.

In your request, you state that the imposition of a late fee would create a financial hardship. If you would like the Board to consider the request as stated, you must provide documentation to support and verify your claim. The documentation must be received by this agency on or before **May 6, 2016**.

If you have any questions, or need clarification on what to submit, you may contact me at 1-800-842-6630 or 225-219-5600.

Sincerely,

Robin Gremillion, Director
Disclosure Division